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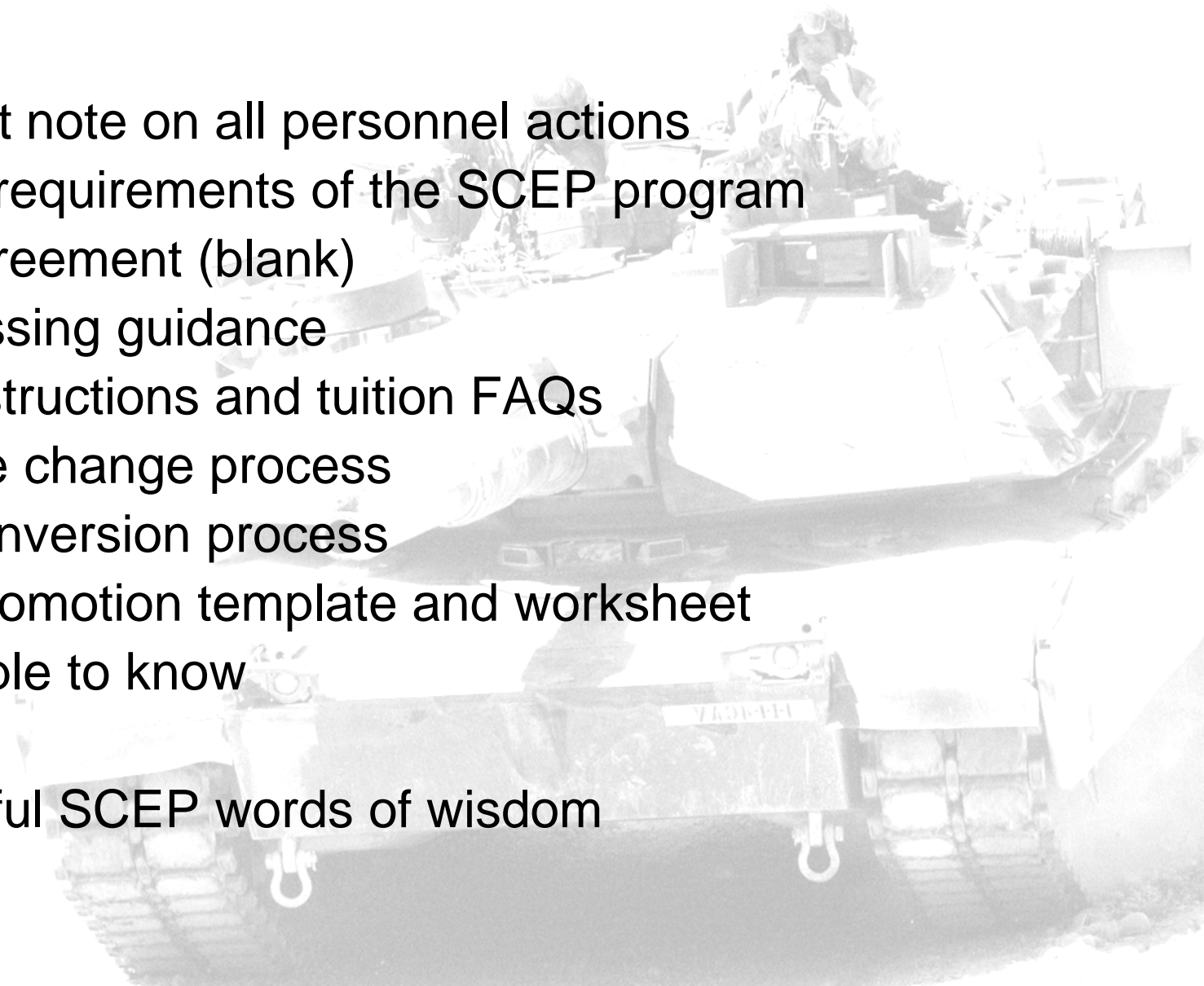
# **TARDEC Best Practices Guide**

## **Student Career Experience Program**

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# Contents

- Important note on all personnel actions
- General requirements of the SCEP program
- MOU Agreement (blank)
- In processing guidance
- TEDs instructions and tuition FAQs
- Schedule change process
- Intern conversion process
- Hours/Promotion template and worksheet
- Key people to know
- Successful SCEP words of wisdom



# Things to do on your first day(s) as a SCEP

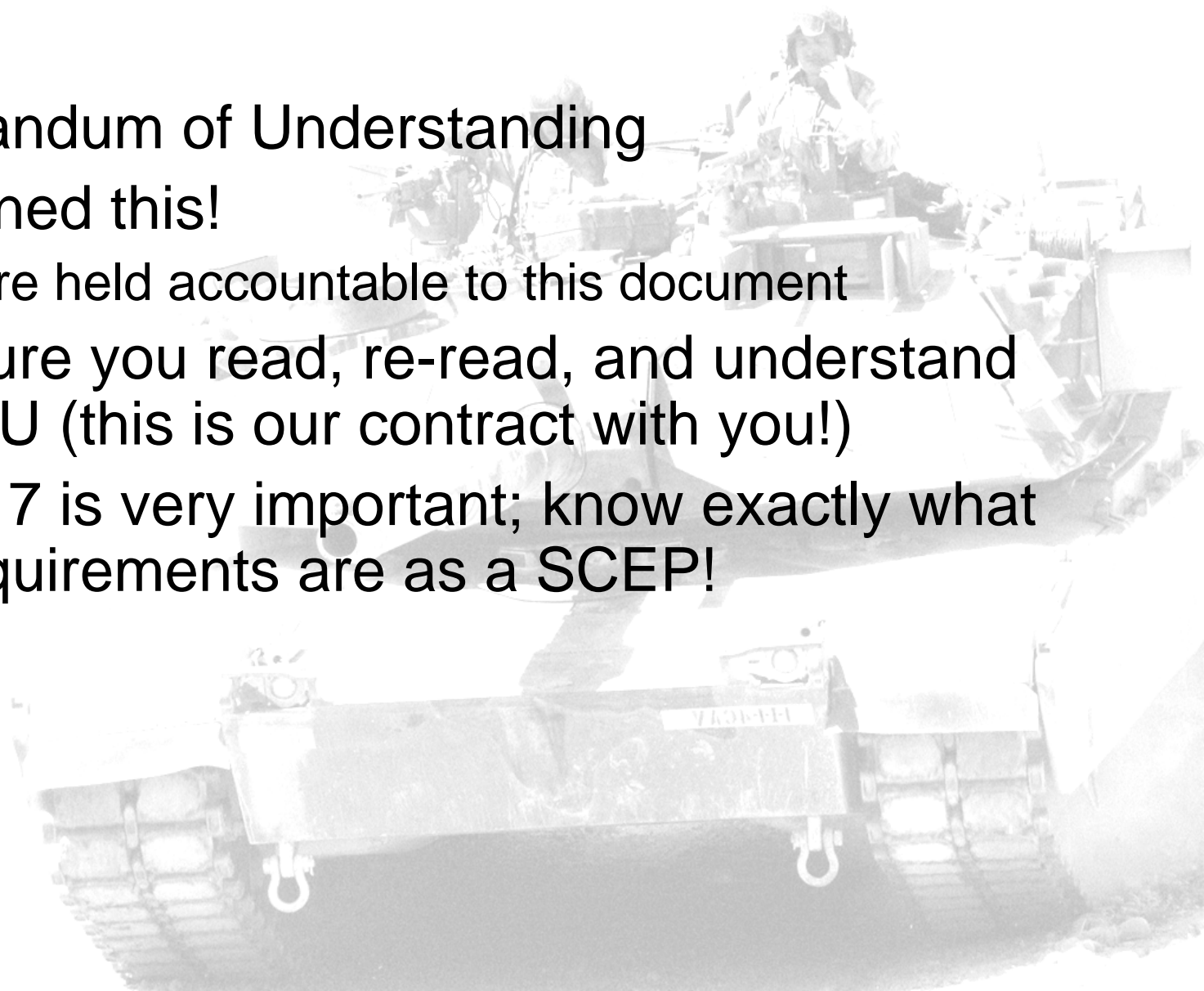
- In process
- Attend training
- Meet with Pame Watts and Colin Wasiloff
- Learn how to change your schedule, input your courses into TEDs
- Obtain and begin filling out your Memorandum of Understanding (MOU)
- Obtain a Welcome book
- Read through this document

# IMPORTANT ! ! !

- All personnel actions require more time than you think (schedule changes, promotions, etc.)
- Generally, all schedule changes, promotions, etc. require a minimum of 2 weeks on the HR side... but... it is advised to allow 4 weeks on all actions
- WHY?
  - For example, when working a promotion, it is our task to ask for concurrence from your TL and AD before processing the request. If either of those people are busy, out of town, or away from their email, your promotion will stall until they sign off.
- Plan ahead! - pay periods are 2 weeks

# MOU

- Memorandum of Understanding
- You signed this!
  - You are held accountable to this document
- Make sure you read, re-read, and understand this MOU (this is our contract with you!)
- Section 7 is very important; know exactly what your requirements are as a SCEP!





# In Processing

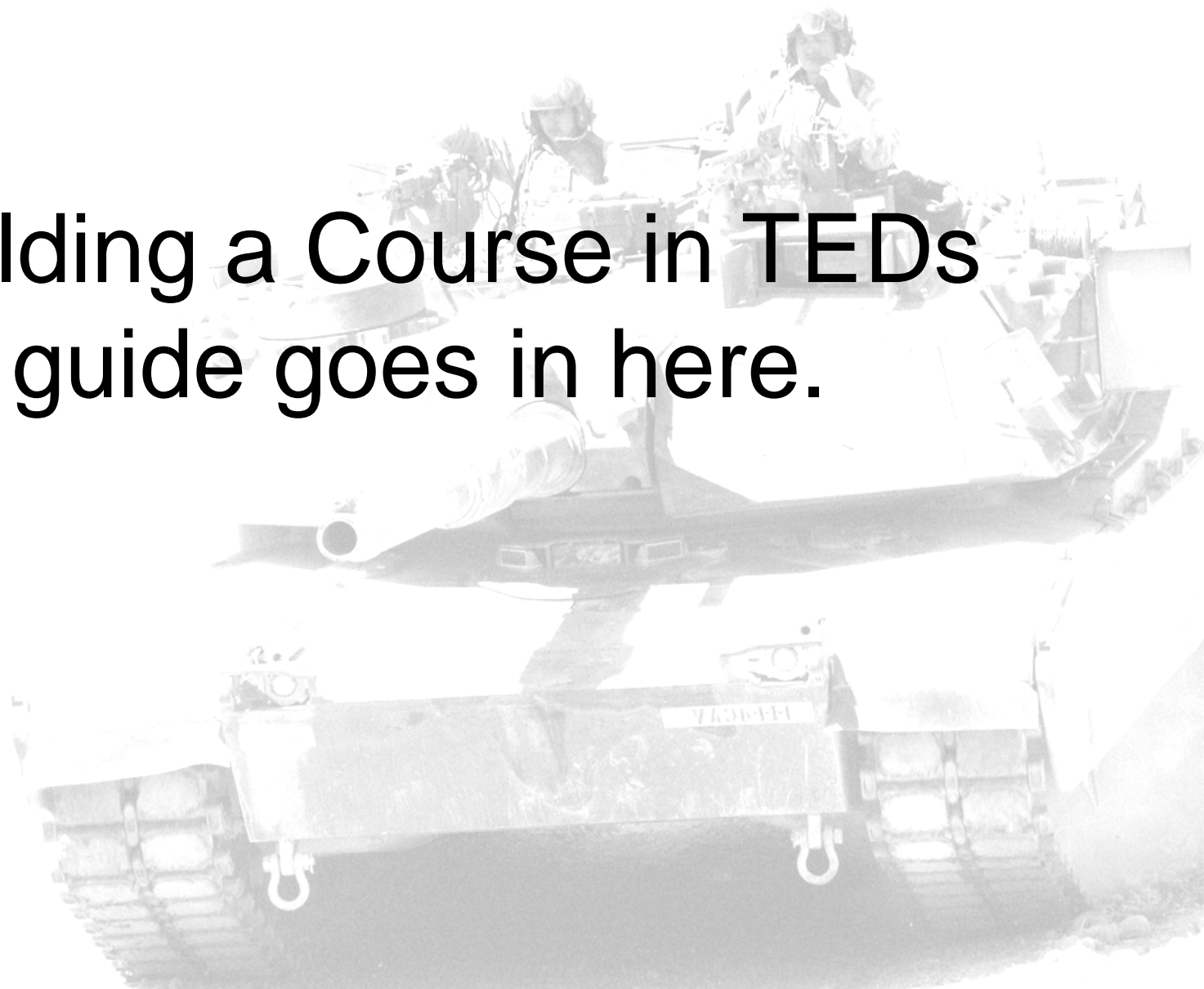
- You have already completed your official in processing, so there will not be much detail on that in this guide
- Information on benefits and salary can be obtained via the CPOC
- You should be assigned a mentor in your group. That person will provide you with:
  - TACOM LCMC playbook
    - Strategic goals of TACOM and how the LCMC system works
  - TARDEC welcome book
    - Provides information on TARDEC specific tasks to do as a new hire (i.e. how to get a CAC, etc.)

# TEDs / Tuition

- How do I receive tuition from TARDEC?
  - Build and submit each of your courses in TEDs
  - Providing proof of satisfactory completion after grade is posted
  - Note: your final transcript MUST match your TEDs record, so if you drop/add a class, you must notify Lenora Mara immediately
- What is TEDs? Where do I find it?
  - Total Employee Development
  - <https://ted.ria.army.mil/> (on base only)
- How do I build a special request?
  - See next page

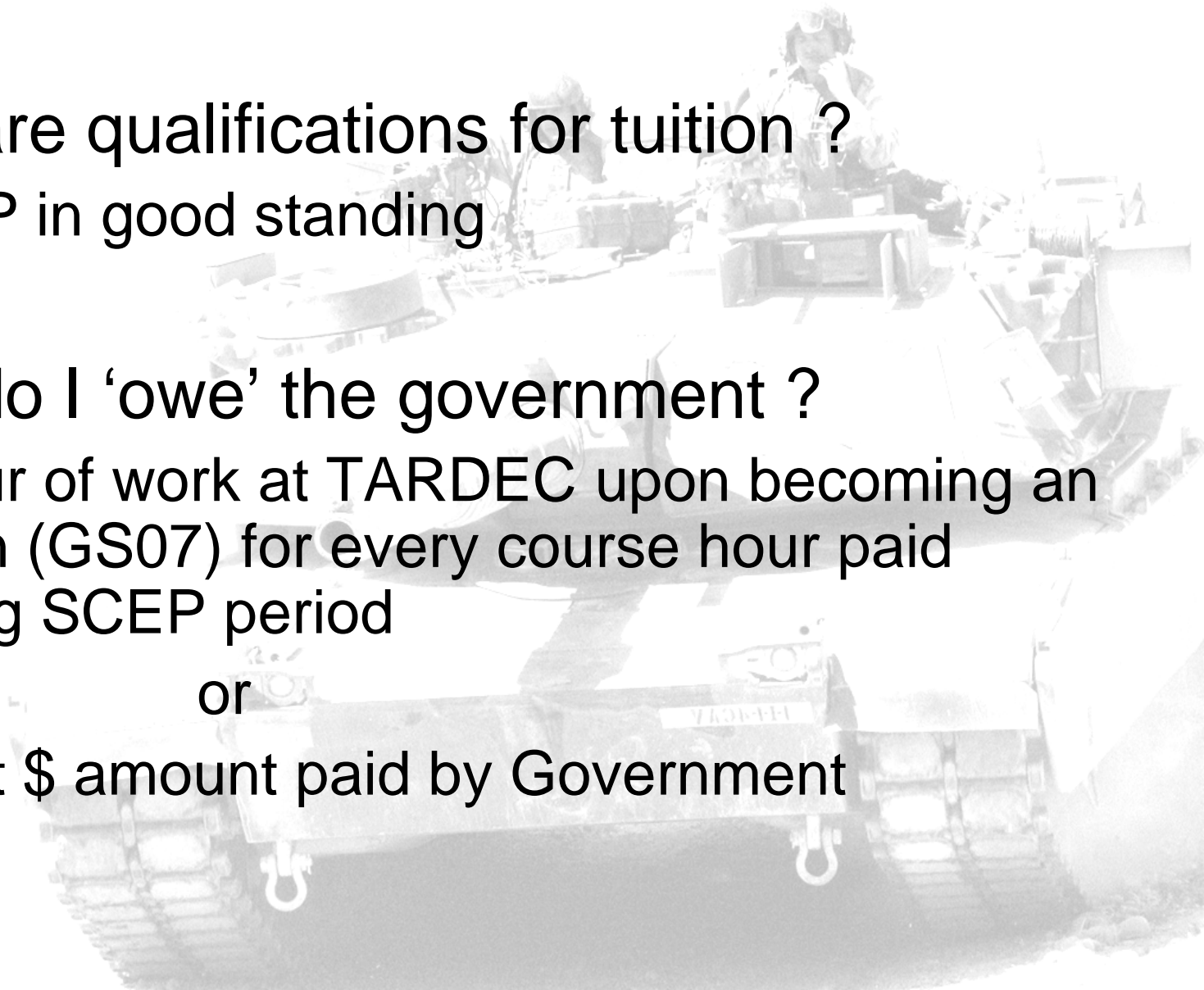


**Building a Course in TEDs  
guide goes in here.**



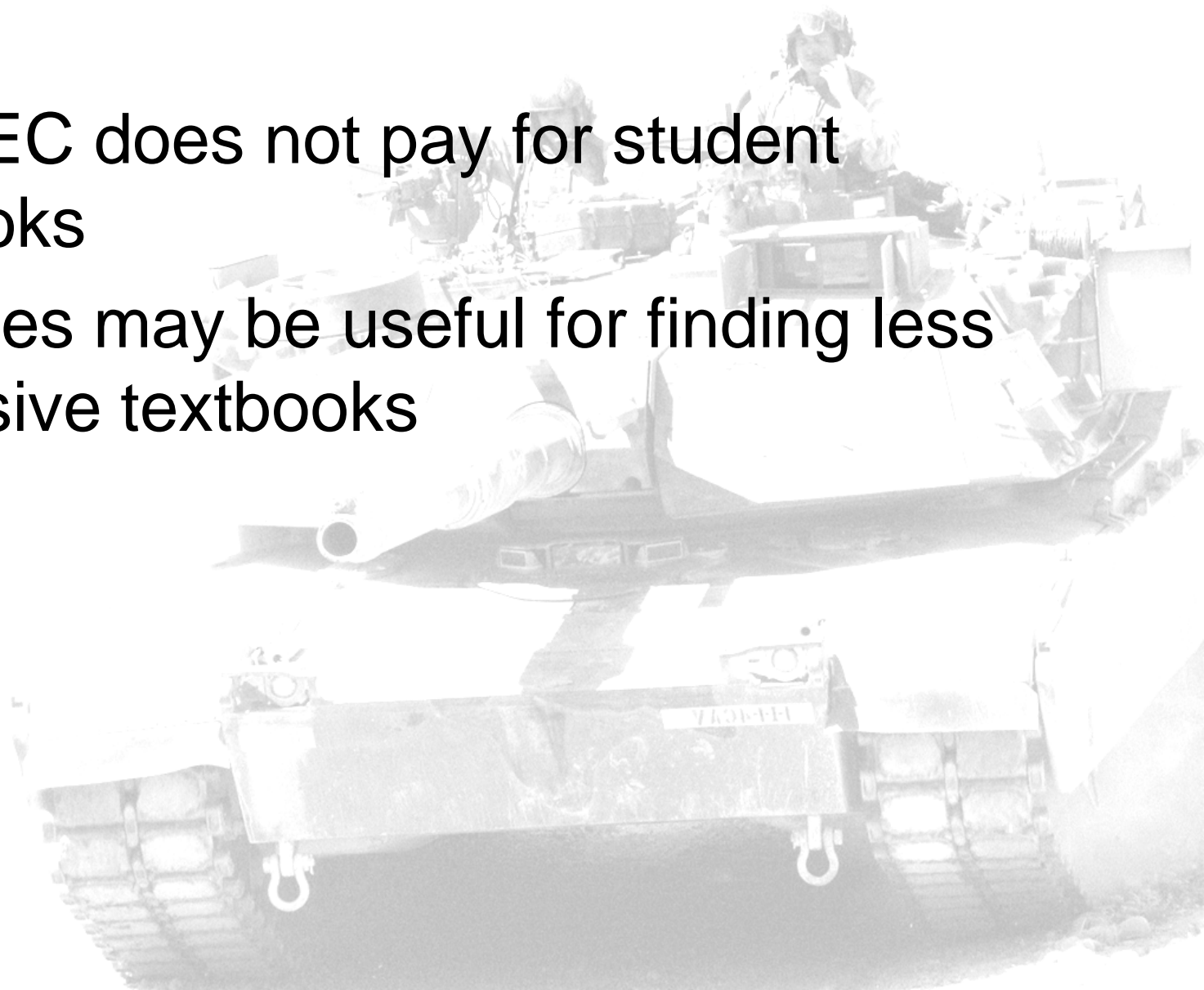
# TEDs / Tuition

- What are qualifications for tuition ?
  - SCEP in good standing
- What do I 'owe' the government ?
  - 1 hour of work at TARDEC upon becoming an Intern (GS07) for every course hour paid during SCEP period
  - or
  - Exact \$ amount paid by Government

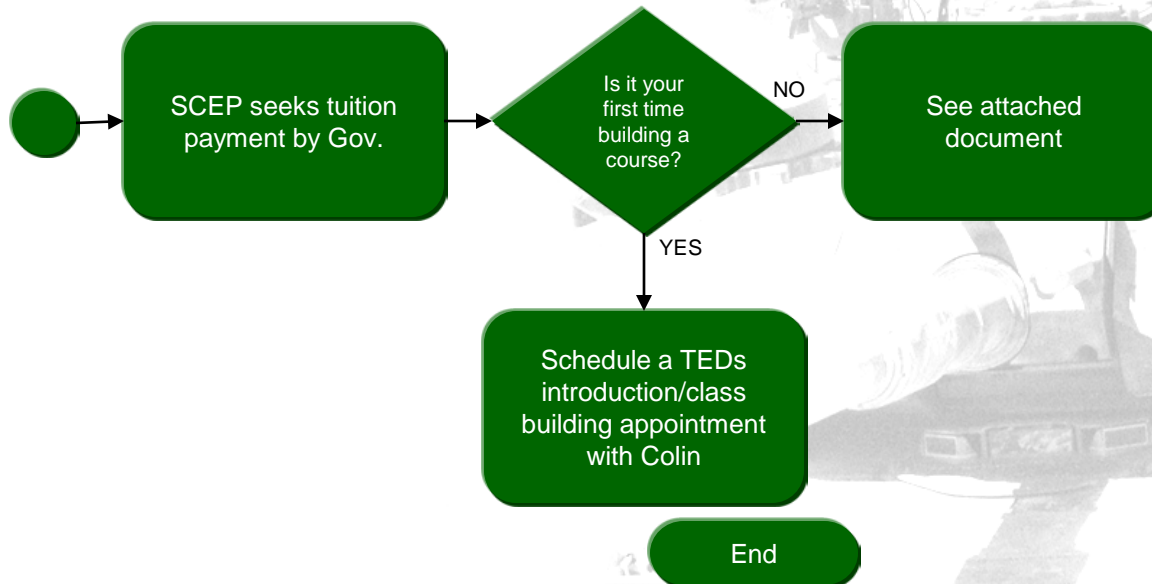


# Information on Textbooks

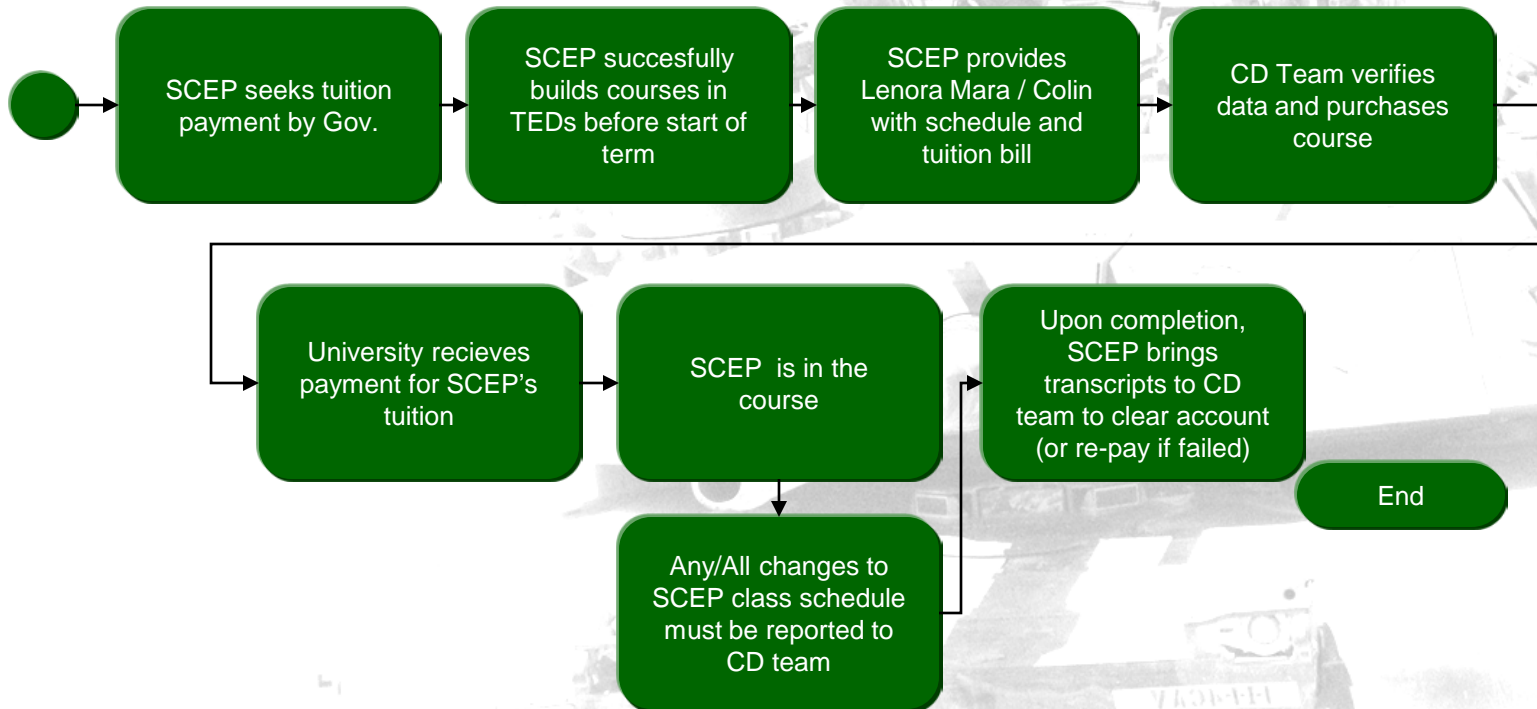
- TARDEC does not pay for student textbooks
- Websites may be useful for finding less expensive textbooks



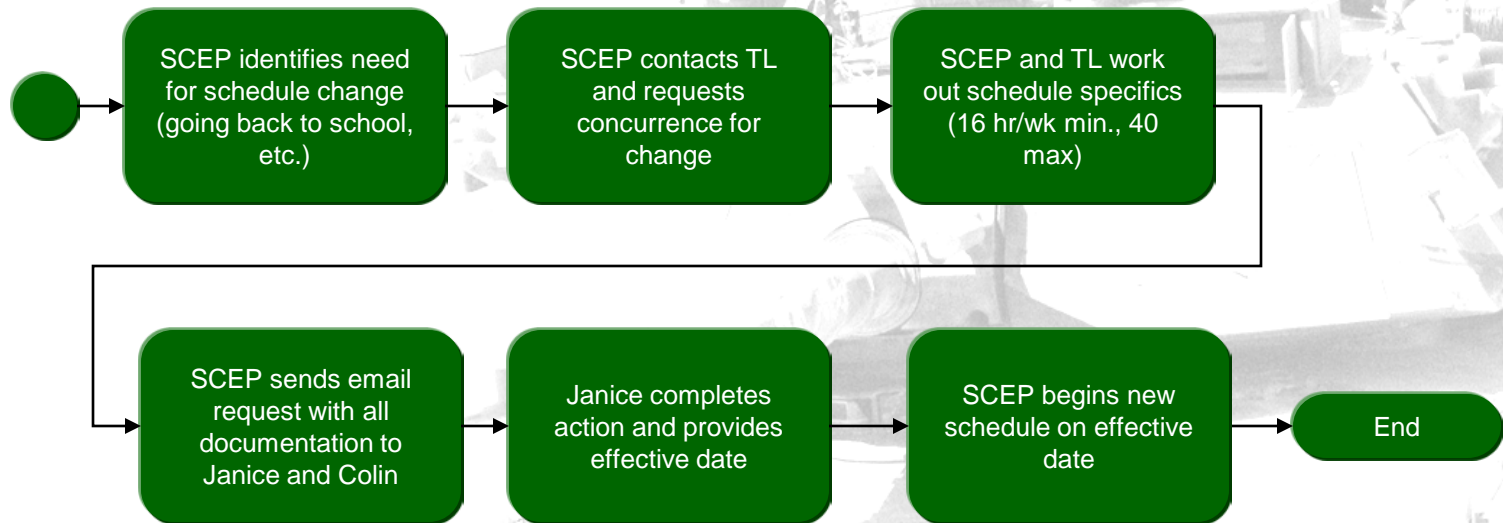
# Building a Course in TEDs



# Tuition Payment Process

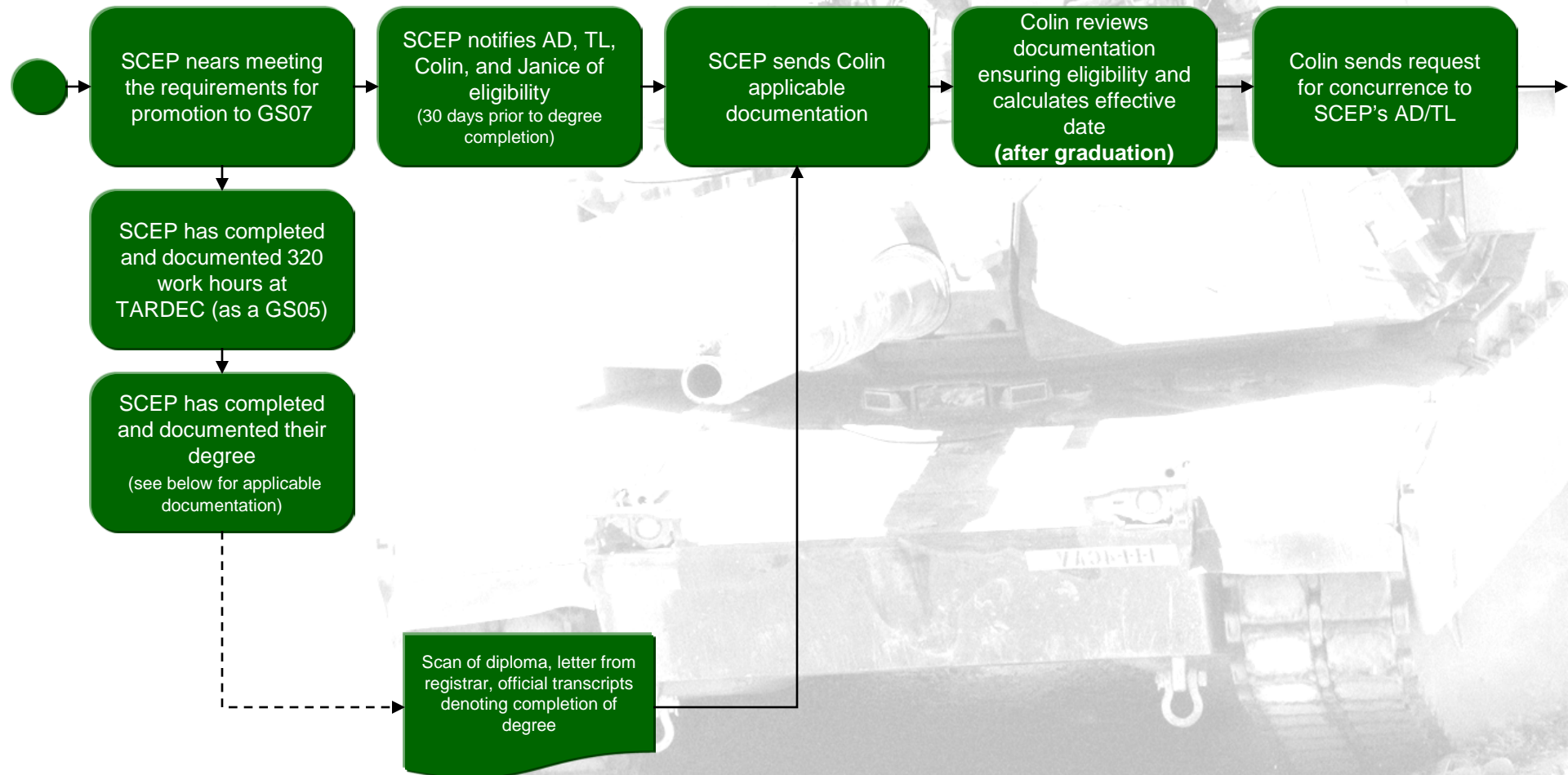


# Work Schedule Change process

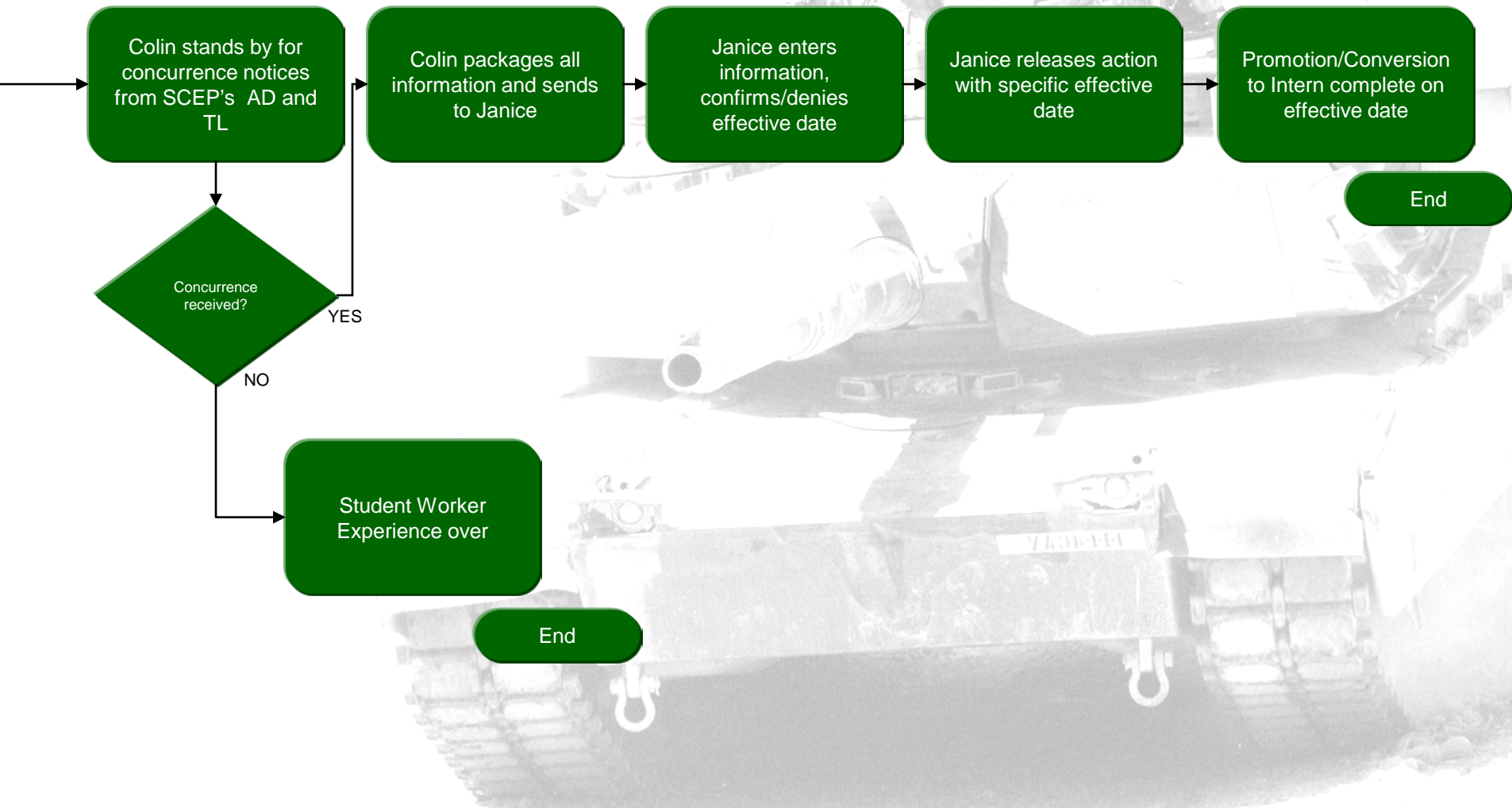




# Promotion Process (SCEP to Intern)



# Promotion Process (SCEP to Intern), con't



# Life after promotion to GS07

Promotion/Conversion  
to Intern complete on  
effective date

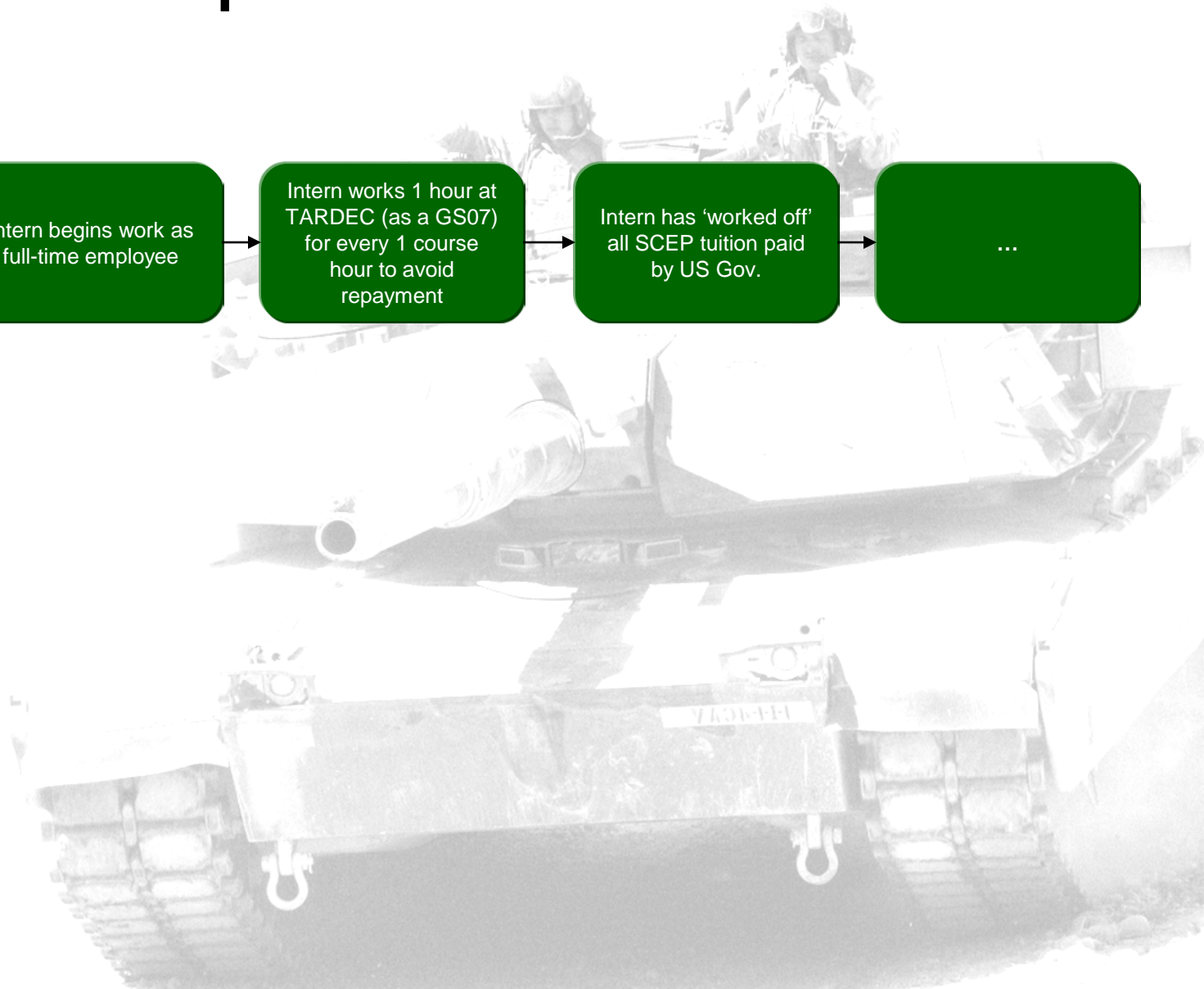
Intern begins work as  
full-time employee

Intern works 1 hour at  
TARDEC (as a GS07)  
for every 1 course  
hour to avoid  
repayment

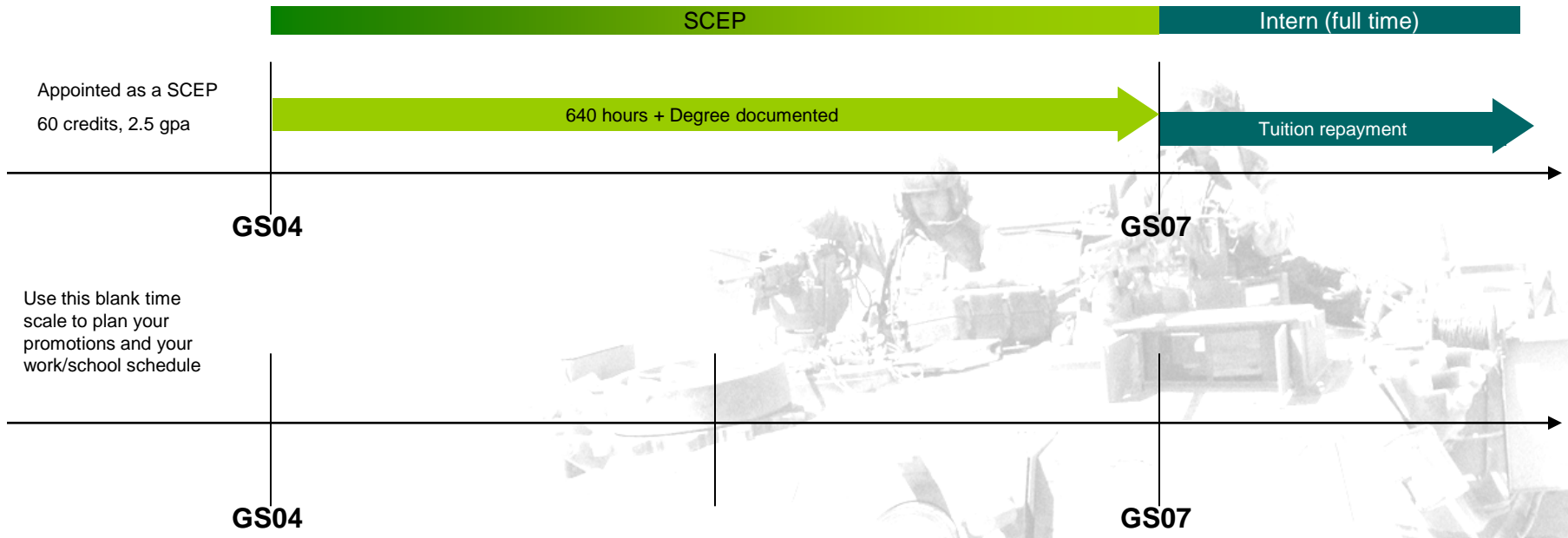
Intern has 'worked off'  
all SCEP tuition paid  
by US Gov.

...

Intern now 'reports' to  
Gwen Outland instead  
of Colin Wasiloff



# SCEP Promotion/Conversion Planning Template



Tips:

- KEEP A HARD COPY OF ALL PROMOTION and SCHEDULE CHANGE REQUESTS
- Put in request for promotion as soon as you meet the requirements and have applicable documents.
- Understand the time lag in the process, actions take up to 30 days.

•colin.wasiloff@us.army.mil

Event	Apprx. Date
•I became a SCEP	
•I will have 624 hours worked at TARDEC as a SCEP	
•I will have proof of graduation (documented)	
•I will initiate an email request for promotion/conversion to GS07	
•GS07 becomes effective	
•I will have 'paid' back tuition to the Federal Government	



# Roles and Responsibilities

Name	Roles/Responsibilities	Contact Info
<b>You (the SCEP)</b>	<ul style="list-style-type: none"><li>•Initiate all actions</li><li>•Understand promotion policies</li><li>•Understand and sign MOU agreement</li></ul>	X
<b>SCEPs TL and AD</b>	<ul style="list-style-type: none"><li>•Provide concurrence for all promotion, conversion, LWOP and schedule change actions</li></ul>	X
<b>Colin Wasiloff</b>	<ul style="list-style-type: none"><li>•Student programs coordinator (SCEPs/STEPS)</li><li>•First line of SCEP management</li><li>•Owner/creator of this document</li></ul>	<a href="mailto:colin.wasiloff@us.army.mil">colin.wasiloff@us.army.mil</a> x44105
<b>Pame Watts</b>	<ul style="list-style-type: none"><li>•Career Development team leader</li><li>•Second line of SCEP management</li></ul>	<a href="mailto:pame.watts@us.army.mil">pame.watts@us.army.mil</a> x46372
<b>Fran Peppler, Barb DeAngelo</b>	<ul style="list-style-type: none"><li>•Tuition / Repayment officer</li></ul>	x48543
<b>Janice Mendell</b>	<ul style="list-style-type: none"><li>•Schedule, LWOP, promotion action processor</li></ul>	<a href="mailto:janice.mendell@us.army.mil">janice.mendell@us.army.mil</a> x 48659
<b>Gwen Outland</b>	<ul style="list-style-type: none"><li>•Intern 'management' on HR side</li></ul>	<a href="mailto:gwendolyn.outland@us.army.mil">gwendolyn.outland@us.army.mil</a> x 46961

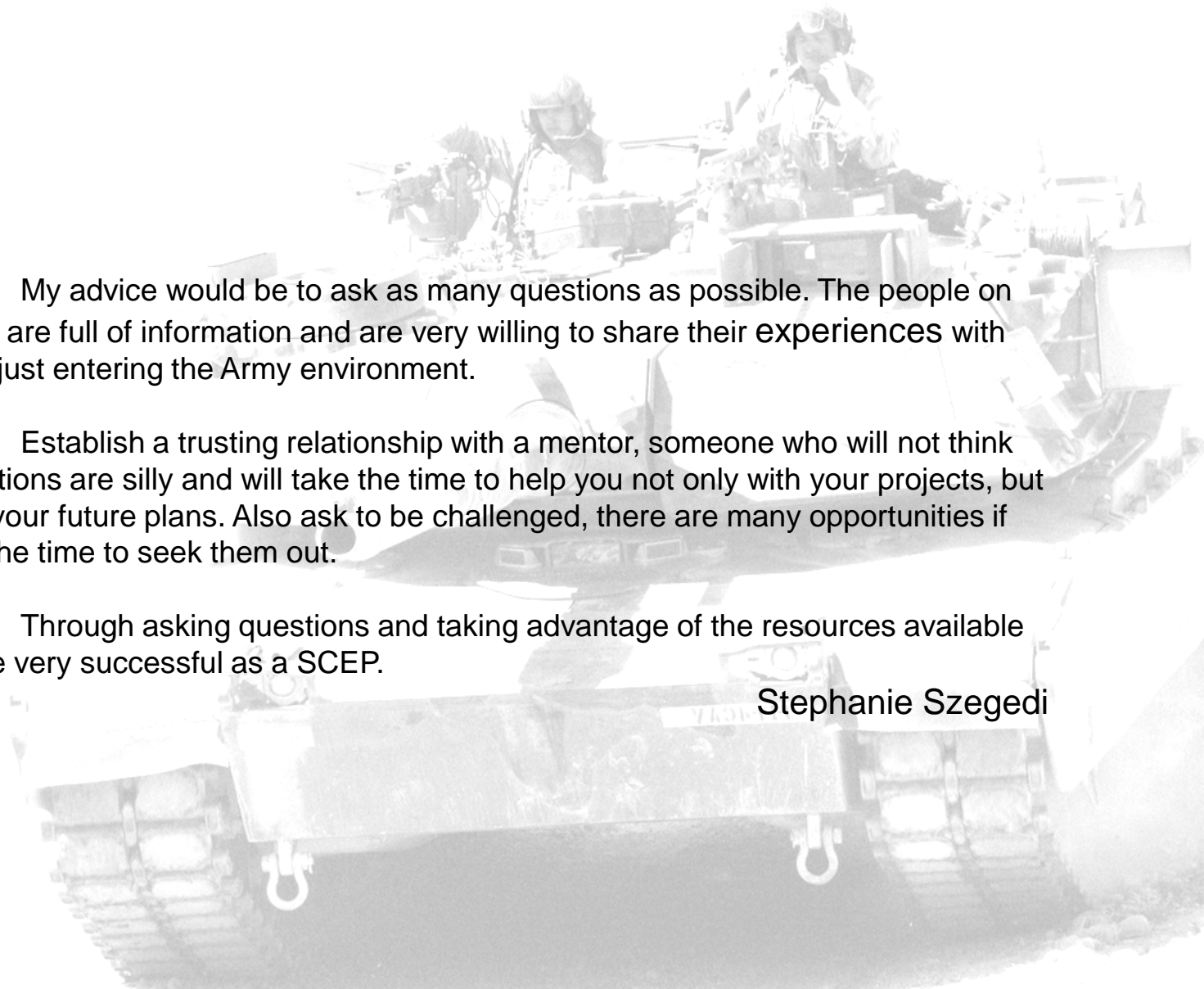
# Successful SCEP words of Wisdom

My advice would be to ask as many questions as possible. The people on your team are full of information and are very willing to share their experiences with someone just entering the Army environment.

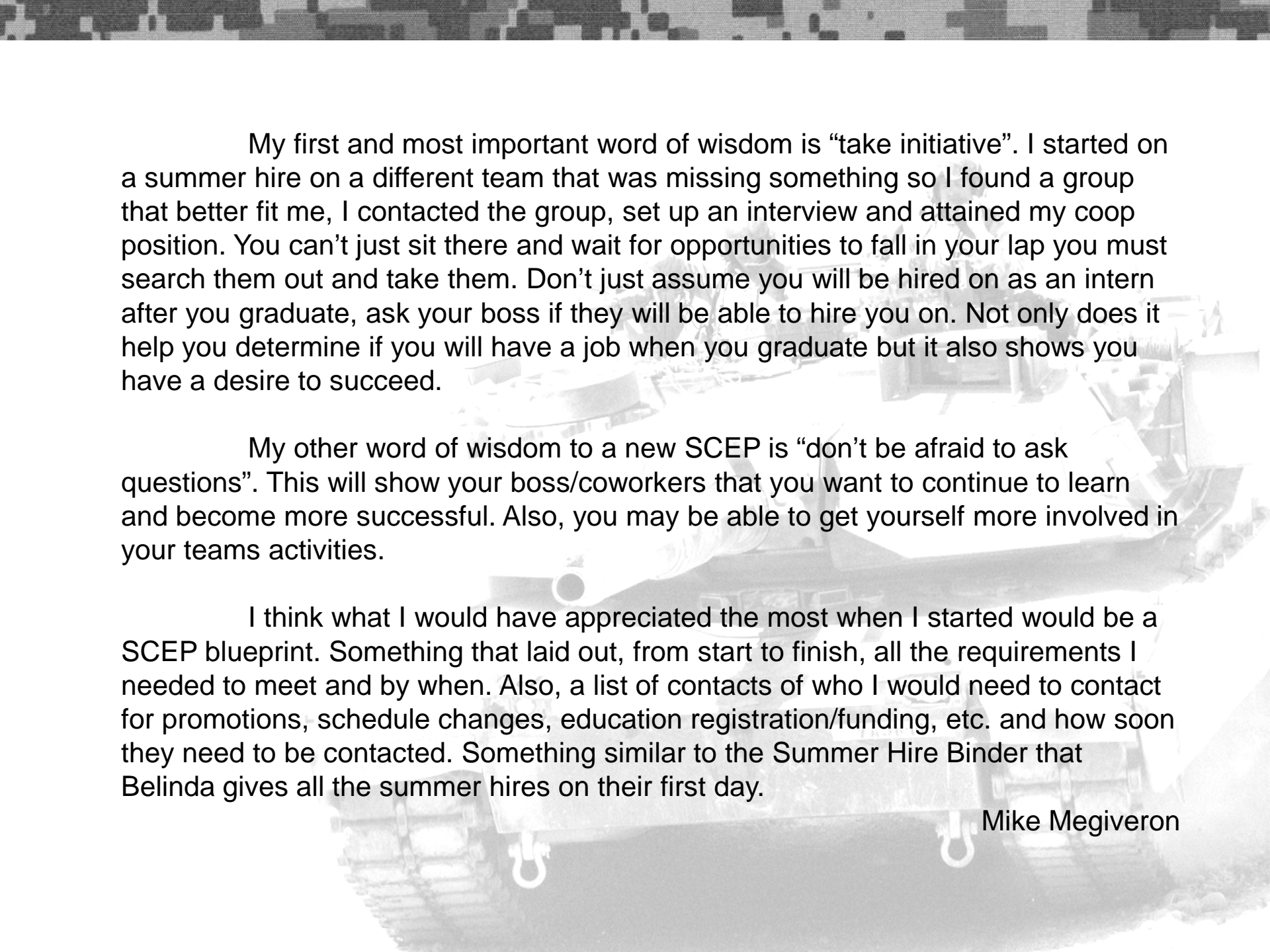
Establish a trusting relationship with a mentor, someone who will not think your questions are silly and will take the time to help you not only with your projects, but also with your future plans. Also ask to be challenged, there are many opportunities if you take the time to seek them out.

Through asking questions and taking advantage of the resources available you will be very successful as a SCEP.

Stephanie Szegedi





The background of the slide is a grayscale, high-contrast image of a tank's tread. The tread is shown from a side-on perspective, with the top of the track and the bottom of the track visible. The image is slightly blurred and has a grainy texture, giving it a military or industrial feel. The tread is positioned horizontally across the slide, with the top of the track on the left and the bottom on the right.

My first and most important word of wisdom is “take initiative”. I started on a summer hire on a different team that was missing something so I found a group that better fit me, I contacted the group, set up an interview and attained my coop position. You can’t just sit there and wait for opportunities to fall in your lap you must search them out and take them. Don’t just assume you will be hired on as an intern after you graduate, ask your boss if they will be able to hire you on. Not only does it help you determine if you will have a job when you graduate but it also shows you have a desire to succeed.

My other word of wisdom to a new SCEP is “don’t be afraid to ask questions”. This will show your boss/coworkers that you want to continue to learn and become more successful. Also, you may be able to get yourself more involved in your teams activities.

I think what I would have appreciated the most when I started would be a SCEP blueprint. Something that laid out, from start to finish, all the requirements I needed to meet and by when. Also, a list of contacts of who I would need to contact for promotions, schedule changes, education registration/funding, etc. and how soon they need to be contacted. Something similar to the Summer Hire Binder that Belinda gives all the summer hires on their first day.

Mike Megiveron



Here are a few things that I learned.

1. Be flexible. Classes change all the time. Keep up with them and plan accordingly. Talk to teachers and staff. They are usually willing to help.
2. Try to get involved in as many projects, at work, that you can handle. It will allow you to see how everything works and give you valuable experience.
3. Talk to people. There is a wealth of knowledge out there.

Stephanie Frederick

A faded, grayscale background image showing soldiers in a tank. One soldier is visible in the upper right, looking out. Another is partially visible in the center. The tank's tracks and internal structure are visible at the bottom.

Things to note as you come on board as a SCEP;

- You were selected from a list of many applicants, congratulations.

On day one, I met a person of great energy and has a rather unique outlook toward things. The program coordinator is also very energetic. They enjoy their work and it includes those of us growing intellectually. You will also work with another coordinator on your scholastic paper work. These persons do a lot of work for us, please be courteous and patient with them.

- When you process in the first day, plan to be there most of that day as the time span is proportional to the number of persons also going through orientation with you that day. You must plan to attend the full session until they release you since review of your paper work and day-one training is important. If you don't have the time to process in on a particular date, let your contact in personnel know in advance to make a new plan.

- The first portion of this journey has what seems like much red-tape. Hopefully you will find a way to blend in and remain flexible for both scholastic topics as well as work assignments. It takes time to get the right mix and I would assure you that if you look to meet persons you can mutually help, there will be many good friends found here.

Gerald Jochum